

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
August 17, 2010**

CALL TO ORDER:

Karen Quinn, Chairman called the meeting to order at 5:35 PM at the Lincoln Public Library.

PRESENT:

Karen Quinn, Chairman, Diane Walsh, Treasurer, Wil Postle and Merle Krueger, Trustees were present. Also in attendance were T. Joseph Almond, Town Administrator, Becky Boragine, Library Director, and Diane Dexter, Assistant Library Director.

ABSENT:

Denise Blais, Trustee was absent.

APPROVAL OF MINUTES:

The Minutes of the June 29, 2010, meeting were reviewed. A motion to accept the Minutes was made by Wil Postle and seconded by Diane Walsh. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board of the statistics for the months of June and July. Computer use and interlibrary loans are at a steady

increase. Also, a total of 162 new patrons were given library cards in the months of June and July.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the following balances:

- Champlin account - \$23,341.75
- Trustees account - \$108,871.73
- Checking account - \$154.25
- Certificate of Deposit - \$0.00
- Catie Kurowski Fund - \$4,139.47

A check was written to the Town for \$4,654.33 for fines collected.

A motion to leave the Certificate of Deposit account at \$0.00 and the Trustees account at \$108,871.73 until further notice was made by Wil Postle and seconded by Diane Walsh. The motion was approved unanimously.

A motion that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Karen Quinn and seconded by Wil Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

Rae Robertson's last day will be on August 31st. She has been

employed by the Library for 22 years. The Board will provided funds for a retirement party being held on Saturday, August 28th. The Board also voted to present Rae with the \$100.00 gift card to Walmart and wish her well on her move to Maine.

Ms. Boragine has been informed by the Town that they have a hiring freeze. She is writing a letter expressing her need to replace the vacant position left by Rae Robertson. The letter will be submitted to Town Administrator Almond and be signed by Ms. Boragine with the “Knowledge and support of the Trustees.”

NEW BUSINESS:

Town Administrator, T. Joseph Almond, came to the Board meeting to discuss the use of Town impact monies for the Libraries capital needs. Mr. Almond explained that the Library has approximately \$66,855.00 to spend on capital improvements to the Library. This money is to be used specifically for the Library. Mr. Almond would like to offer to increase this amount to approximately \$100,000.00 with the use of capital monies. The increase in funds of approximately \$30,000.00 may or may not be available at the time the Library submits its project plan. The Board would have to come up with a short-term capital plan and present it to the Capital Development Committee (CDC). While creating this plan, the Administrator would like to Board to also submit a long-term capital plan which would also be presented to the CDC.

Some renovation ideas that were discussed during the meeting were as follows:

- Removing the entry doors in the foyer and using this space as part of the Library**
- Relocating the circulation desk**
- Rearranging the entire Library**
- Moving and creating a separate area for computer use**
- Removing a wall in the committee room to make a new circulation area**

The Board of Trustees will meet on September 7, 2010 at 5:30pm to discuss the projects and needs of the Library.

The Trustees welcomed new member, Merle Krueger, to the Board.

ADJOURNMENT:

There being no further business, a motion was made by Wil Postle and seconded by Karen Quinn to adjourn the meeting at 7:09 PM. The motion was approved unanimously.

Respectfully submitted,

**Caitlyn P. Choiniere
Board Secretary**